

SOUTH CHESHIRE COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 19 OCTOBER 2006 COMMENCING AT 5.00PM

Present:

K Lea (Chair of the Corporation)
D J Collins (Principal and Chief Executive)
P Birchall
I Carruthers
B Dean
J Dowell
D Felton
V Harris
M Simon
T Wheeler
S Utting
S Yates

In attendance:

S Cowell (Deputy Principal and Director of Studies)
G Bebbington (Director of Finance and Administration)
K Gee (Director of Marketing and Operations)
E Davies-Jones (Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

Item

55/06 FORMAL MATTERS

55/01/06 Apologies for Absence

Apologies for absence were received from John Dwyer and Gordon Fyffe.

55/02/06 Declarations of Interest

At this point in the meeting the Chair asked the members attending this meeting to declare any personal or prejudicial interests and the nature of that interest, in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item. No declarations of interest were made.

56/06 APPOINTMENT OF SENIOR POST HOLDERS

56/01/06 Director of Studies / Deputy Principal

The Chair informed members that following the interviews of the four short listed applicants which had taken place earlier in the afternoon the Selection Panel, Ken Lea, Tim Wheeler. Simon Yates and the Principal, had reached a unanimous decision to recommend to the Corporation that Peter Swift who is presently employed as Deputy Principal/Director of Learning and Quality at Macclesfield College be

appointed to the senior post of Director of Studies / Deputy Principal upon acceptance of the Corporation's offer.

Following consideration of the recommendation of the Selection Panel ***IT WAS RESOLVED unanimously that Peter Swift be offered the position of Director of Studies / Deputy Principal and that the Chair would write to Mr Swift confirming the offer and salary within the parameters as agreed by the Corporation and advertised.***

56/02/06 Director of Quality

The Chair informed members that following the interviews of the three short listed applicants which had taken place on Tuesday 17 October 2006 the Selection Panel, Ken Lea, Pat Birchall, Gordon Fyffe and the Principal, had reached a unanimous decision to recommend to the Corporation that David Harwood who is presently employed as Assistant Principal Quality and Performance at Tameside College be appointed to senior post of Director of Quality upon acceptance of the Corporation's offer.

Following consideration of the recommendation of the Selection Panel ***IT WAS RESOLVED unanimously that David Harwood be offered the position of Director of Quality and that the Chair would write to Mr Harwood confirming the offer and salary within the parameters as agreed by the Corporation and advertised.***

57/06 CAMPUS DEVELOPMENT

57/01/06 Appointment of Design Team members

The Chair informed members of the detailed process of evaluating the tenders received from the short listed Mechanical and Electrical Engineers, and the Director of Marketing and Operations informed members of the detailed process of evaluating the tenders received from the short listed Structural Engineers, Quantity Surveyors and Planning Supervisors.

The procurement of the above services was carried out in accordance with OJEU procedures and the Notice was published in June inviting Expressions of Interest. These were evaluated and short-listed organisations in each category were issued with an Invitation to Tender ITT which set out the Colleges requirements. Following evaluations the interviews took place on 4th and 12th October (the M&E Services Engineer finally reviewed on 19th October) where members of the Corporation Board, Senior Management Team, Architect and Project Manager representatives formed the panels. In two cases representatives from the service organisations were invited into follow up interviews.

Members considered the paper providing a detailed comparison of the tenders which was tabled at the meeting and went on to consider results of the evaluation procedure and interviews which had been undertaken by the interview panels. Members noted that Ken Lea and Stan Utting had joined the interview panel for the interviews with the short listed Mechanical and Electrical Engineers and that Stan Utting had also joined the interview panel for the interviews with the short listed Structural/Civil Engineers.

Members considered the recommendation made by interview panels that the following firms had most convincingly demonstrated, by a very rigorous process of analysis and at interview, their ability to meet the College's requirements:

Structural/Civil Engineer	Scott Wilson, Manchester
Cost Consultant QS	RLF, Birmingham
Planning Supervisor H & S	Mott MacDonald, Altrincham
Mechanical & Electrical Services Engineer	Faber Maunsell, Altrincham

IT WAS RESOLVED to :

- ***note the very thorough process which had been undertaken throughout the tender process and to express the Corporation's appreciation to the Director of Marketing and Operations and all other staff involved in the process;***
- ***congratulate Keystone Projects for their very professional approach and support to the College throughout the tender process;***
- ***to unanimously approve the recommendations of the interview panel that the following firms:***

<i>Structural/Civil Engineer</i>	<i>Scott Wilson, Manchester</i>
<i>Cost Consultant QS</i>	<i>RLF, Birmingham</i>
<i>Planning Supervisor H & S</i>	<i>Mott MacDonald, Altrincham</i>
<i>Mechanical & Electrical Services Engineer</i>	<i>Faber Maunsell, Altrincham</i>

be appointed for the new build up to RIBA Stage C, approval of fees as tendered but subject to completion of the OJEU procurement process.

58/06 SOUTH CHESHIRE ENTERPRISES LTD :

**Matter arising from the Corporation Meeting held on 28 September 2006:
Composition of the Board**

Members noted that the Board appointments as determined by the resolution of the Corporation at its meeting on 28th September 2006. The Chair informed members that in the light of discussions concerning the Company as a separate legal entity it was considered more appropriate for Evelyn Davies-Jones to undertake the role of Company Secretary rather than Julia Dowell. It was emphasised that this decision was being made in the interests of ensuring the independence of the Company and to ensure that no conflicts of interest should arise. Members emphasised that this revision of the resolution previously made was not in any way to be considered as a reflection on the abilities of Mrs Dowell which are not in doubt.

IT WAS RESOLVED that Evelyn Davies-Jones be appointed as company secretary of South Cheshire Enterprises Limited as from 19 October 2006

There being no further business, the meeting concluded at 6 p.m.

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(Chair)

Production: 23 October 2006
Chair's approval: 31 October 2006
Corporation approval: 30 November 2006